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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:

**ECF Helpdesk**

**1-866-323-9293** (toll free)  
or  
**1-206-370-8440** (WA local)

## Training Classes

**In the Seattle courthouse:**  
700 Stewart Street, Seattle

June 20, 1 - 3 PM  
July 11, 10 - 12 PM

**In the Tacoma courthouse:**  
1717 Pacific Avenue, Tacoma

Classes arranged on request.

## Coming Soon Pay Fees Online

In the coming month, you will be able to pay fees online during an event. Specifically, while filing a Notice of Appeal, you will have the option of paying the appeal fee with a credit card. During the event, you will see new screens that will walk you through the payment process.

After making an online payment, the event will continue as before. Many filers have asked the Help Desk about this expeditious method of payment. In fact, a number of callers have told us that they have already used this new feature when filing electronically in other districts. This option will soon be available in the Western District of Washington's ECF system, too.

**Scheduled ECF Maintenance  
Occurs on the Third Saturday  
of every Month,  
from 6 am to 12 noon.**

**It is YOUR responsibility to check the  
CM-ECF website for additional notices of  
emergency maintenance!**

## Requesting ORAL ARGUMENT

If an ORAL ARGUMENT is requested, please note:

- "Oral Argument Requested" must be written in the caption of the document. See Local Rule.
- Oral Argument request is granted ONLY if the court informs

Similar to filing Sealed Documents, you are responsible for compliance with the Local Rules when preparing and filing documents.

All motions events have been modified to reinforce this process. See the next page for more information on these changes.

# Q &A

How do I serve a document filed with a Sealed event?

Service of all documents filed under seal must be by conventional method. Although a Notice of Electronic Filing is sent to all parties for documents filed electronically under seal, the link in the notice is not active.

To remind filers, the ECF system contains the following display on its splash page:

Sealed Documents are not viewable by case participants. Any Sealed documents uploaded via CM/ECF must be served upon other litigants in the conventional manner - not by electronic service by the court.

Sealed events also contain a similar message:

Warning! All parties registered for email notification will receive notice of this filing. However, the document can only be viewed by court staff. Please serve counsel using another means.

## Tips and Tricks

**Prior to filing, check the service list for the case.**

To do this, first sign into the electronic filing system. Then go to:

**Utilities/Mailings.../Mailing Info for a Case**

Finally, enter the case number.

The subsequent recipient list shows not only those who will receive the document via e-mail, but also those who must be served by conventional method.

Don't forget to list the method of service for all parties in your proof of service.



### Oral Argument Requested

When you file a motion, you will notice that there are new screens regarding Oral Argument.

The first new screen will ask you if your document's caption indicates that an Oral Argument is requested.

The default answer is "no." IF you change the default answer to "yes" then you will see a screen reminding you that:

- the caption of your document must include the words ORAL ARGUMENT in order to comply with the district's local rule; AND
- your request is granted ONLY if the court notifies you.

Does the CAPTION of this motion include a request for ORAL ARGUMENT?

Next

Clear

The CAPTION of your document MUST contain the words **ORAL ARGUMENT** to comply with Local Rule CR 7(b)(4).

**The Court will notify you if ORAL ARGUMENT is granted.**

Next

Clear

Requesting ORAL ARGUMENT during an electronic filing event does not satisfy the Local Rule requirement, nor does it insure that your request will be granted.